



UNITED STATES MARINE CORPS
Marine Corps Recruit Depot/Western Recruiting Region
San Diego, California 92140-5001

DepO P11240.2A
4B

10 OCT 1997

DEPOT ORDER P11240.2A

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MOTOR TRANSPORT (SOP FOR
MOTOR TRANSPORT)

Ref: (a) MCO 5100.19D
(b) MCO 11240.66B
(c) MCO P11240.106A
(d) TM 4700-15/1H
(e) TM 11240-15/3B

Encl: (1) LOCATOR SHEET

1. Purpose. To reestablish and restate motor transport policy and procedures in accordance with the references.
2. Cancellation. DepO P11240.2.
3. Summary of Revision. This manual contains considerable changes, it is recommended the order be read thoroughly.
4. Applicability. This Manual is applicable to all commands, organizations, units, and activities using or maintaining Garrison Mobile Equipment (GME), to include Material Handling Equipment (MHE) and Government Owned Vehicles (GOV), assigned to MCRD, San Diego, California. This order is also applicable to any other agency or unit operating GOVs aboard the Depot.
5. Background. This Manual is provided as guidance in the application of the requirements levied by the references.
6. Responsibilities
 - a. The Motor Transport Officer, under the staff cognizance of the Assistant Chief of Staff, G-4 (AC/S, G-4), has overall responsibility for the operation and maintenance of GME aboard the Depot.

DepO P11240.2A

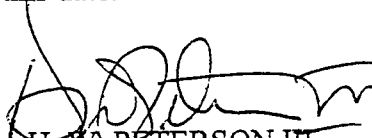
16 Oct 1997

b. It is incumbent upon all personnel exercising supervisory responsibility to prevent abuse or misuse of equipment as well as to promote its safe operation, proper care, and productive use as outlined in this Manual.

c. Operators assume direct responsibility for equipment when it is assigned or dispatched to them. This responsibility includes safe operation, proper use, performance of such periodic maintenance as may be prescribed, and collection of operational data as may be required.

5. Recommendations. Recommendations for the SOP for the Motor Transport Division are invited. Submit recommendations via the appropriate chain of command to the AC/S, G-4 for evaluation. Also, the Motor Transport Division has an informal feedback survey sheet located in the Motor Transport Office (Bldg 231) for any constructive suggestions for improvement in transportation support.

6. Certification. Reviewed and approved this date.



H. W. PETERSON III
Chief of Staff

DISTRIBUTION: A

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ENCLOSURE (1)

SOP FOR MOTOR TRANSPORT

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

SOP FOR MOTOR TRANSPORT

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SOP FOR MOTOR TRANSPORT

CONTENTS

CHAPTER

- | | |
|---|--------------------------|
| 1 | GENERAL |
| 2 | OPERATIONS |
| 3 | MAINTENANCE |
| 4 | SUPPLY/FISCAL |
| 5 | SAFETY |
| 6 | PROCEDURES FOR LICENSING |
| 7 | LOCAL FORMS |

APPENDIX

- | | |
|---|---|
| A | MOTOR VEHICLE UTILIZATION FORM |
| B | SCOOTER OPERATION RECORD |
| C | WEEKLY PREVENTIVE MAINTENANCE CHECKLIST |
| D | ELECTRIC CART (SCOOTER) INSPECTION FORM |
| E | WEEKLY PM CHECKLIST (MHE) |
| F | REQUEST FOR TRANSPORTATION SERVICES |
| G | ROADMASTER INSPECTION/CITATION REPORT |
| H | LOCATION OF MOTOR TRANSPORT DIVISION |

SOP FOR MOTOR TRANSPORT

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SOP FOR MOTOR TRANSPORT

CHAPTER 1

GENERAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION.....	1000	1-3
POLICY.....	1001	1-3
OFFICERS DRIVING.....	1002	1-3
RESPONSIBILITIES.....	1003	1-3
HOURS OF OPERATION.....	1004	1-4
ORGANIZATION.....	1005	1-5
TRAINING.....	1006	1-6
WRECKER SERVICE.....	1007	1-6
SPECIAL-TYPE VEHICLES.....	1008	1-6
WALKING DISTANCE.....	1009	1-6
ACCIDENT INVESTIGATION.....	1010	1-6
TOOLS.....	1011	1-6

SOP FOR MOTOR TRANSPORT

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SOP FOR MOTOR TRANSPORT

CHAPTER 1

GENERAL

1000. MISSION. The Motor Transport Division directs, coordinates and controls the use of commercial vehicles and Material Handling Equipment (MHE) for Marine Corps Recruit Depot (MCRD). The Division provides control and maintenance for MHE and scooters, promotes safe driving, and manages the Depot's operator training program. As a result of an Intra Service Support Agreement (ISSA) all major maintenance on Garrison Mobil Equipment (GME) assets will be performed by the MCB, Camp Pendleton Base Motor Transport.

1001. POLICY. The basic policy governing all Garrison Mobile Equipment (GME) is providing maximum mission-essential service with a minimum amount of equipment.

1. Official Use. The use of GME shall be restricted to official purposes only. When questions arise concerning the official use of equipment, they will be resolved in favor of strict compliance with the statutory restrictions and the references.

2. Domicile-To-Duty. The term "official use" shall not include transportation in whole or in part of military personnel or employees between their domiciles and place of employment.

3. Licensing. Military/Government personnel are not required to possess a government license to operate GME, leased commercial, or administrative use vehicles under a 10,000 lb gross vehicle weight. However, all personnel aboard MCRD must have a government license to operate vehicles over 3-ton capacity and special use equipment (such as forklifts and scooters), or if a government vehicle is to be used in the daily execution of their duties.

1002. OFFICERS DRIVING. Officers are allowed to check out sedans, pick-ups, and vans from the Motor Transport Division with a valid state drivers license and military ID. With the exception of the Depot Officer of the Day (DOOD), the RTR OOD, or the 12th Marine Corps District OOD officers will not drive a government vehicle (commercial or tactical) as a daily function of their duties unless specifically authorized by the Commanding General. When it is determined that an officer is required to be licensed to operate a government vehicle, the authorization of licensing action will be given by the Commanding General. Requests for officers to drive a government vehicle will be submitted to the Assistant Chief of Staff, G-4.

1003. RESPONSIBILITIES

1. Motor Transport Officer. The Motor Transport Officer (MTO) performs the general duties of a special staff officer, under the staff cognizance of the Assistant Chief of Staff, G-4 (AC/S, G-4), with respect to motor transport matters. Staff responsibilities include:

SOP FOR MOTOR TRANSPORT

- a. Maintaining records and submitting reports as required.
- b. Supervising the determination of requirements for requisitioning, procurement, storage, distribution, and documentation of MHE, electric scooters and supplies.
- c. Monitoring repair parts requirements.
- d. Conducting technical inspection of GME, MHE, electric scooters, and ensuring proper and timely performance of required scheduled maintenance.
- e. Preparing plans and recommendations for availability and employment of transportation within the Depot.
- f. Supervising the motor transport equipment recovery and evacuation program as it relates to scooters and MHE only.
- g. Preparing the motor transport annual budget.
- h. Supervising and coordinating activities of personnel engaged in the maintenance of MHE and electric scooters.
- i. Planning and supervising technical and driver training programs.
- j. Inspecting motor transport personnel, vehicles, and maintenance records.
- k. Ensuring that Base Motor Transport, Camp Pendleton is informed of all aspects of maintenance and operations in regards to its GME located at MCRD.
- l. Ensuring that all reports, records and other data required by Camp Pendleton are compiled and submitted in a timely manner.

2. Motor Transport Foreman. The Motor Transport Foreman is responsible to the Depot Motor Transport Officer for effective management, control, safety, maintenance and operation of all GME and MHE assigned to the Motor Transport Division. This includes, but is not limited to, first echelon/driver maintenance, dispatching, vehicle assignment, driver assignment, vehicle commitments and all reports/utilization data required by Base Motor Transport, Camp Pendleton.

1004. HOURS OF OPERATION. Normal working hours for the Motor Transport Division are as follows:

1. The Motor Transport Division's normal hours of operation are 0500-1800, Monday through Friday. A dispatcher is on duty from 0600 to 1000 on Saturdays as well. All business with the Motor Transport Division should be conducted during these times.

2. After-hours requests or needs should be routed through the Depot Officer of the Day (DOOD) at x4-8700.
3. When returning vehicles/scooters after or before the above listed hours, refuel the vehicle, lock up the vehicle and place the properly filled out trip ticket and/or keys in the motor pool's drop slot, located in the front of Building 231.

1005. ORGANIZATION. The Motor Transport Division is made up of the operations, maintenance, and licensing sections which control operations, vehicle dispatching, administrative requirements, supply and service support, the roadmaster program and maintenance related areas. All GME assets aboard the Depot are either located in the Central Motor Pool or in sub-pools.

1. Central Motor Pool

- a. The Central Motor Pool located behind Buildings 231 and 232 consists of all general support vehicles and material handling equipment assigned to the Depot.
- b. The Central Motor Pool location is shown in Appendix H.

2. Sub-Pools

- a. In order to maintain control over the number of vehicles maintained at the Central Motor Pool, three sub-pools have been authorized:

- (1) Commanding General (SB001)
- (2) Provost Marshal (SB002)
- (3) Facilities Maintenance (SB003)

- b. In addition to these sub-pools, each section assigned a scooter is authorized to maintain that scooter at their section, provided they have proper charging facilities, the paperwork is filled out properly, and most importantly the preventive maintenance checks and services are conducted weekly.

- c. Failure to adhere to these guidelines for scooters, as well as other GME and MHE, may result in revocation of the privilege, reassignment of vehicle, written violation notices to the chain of command, or punitive damages adjudicated by the Depot.

- d. All sub-pools are on utilization and therefore, do not require daily dispatching on trip tickets.

1006. TRAINING. Personnel assigned to the Motor Transport Division will accomplish MOS training in the daily execution of their assigned duties (on the job training). Additionally, training sessions may be accomplished through formal schools, both Marine Corps and civilian, which will enable optimum use of personnel in the Motor Transport Division. The Motor Transport Division also conducts Driver's Improvement training for all military personnel under the age of 26, and those who have been convicted of a DUI or other major traffic violation, and also provides licensing classes for all Depot personnel whose duties require them to operate a government vehicle.

1007. WRECKER SERVICE. Wrecker service for government vehicles may be obtained by calling extension 4224/4230. This service does not apply to privately owned vehicles. After normal working hours the duty dispatcher will determine the need for immediate wrecker service. Vehicles not requiring immediate recovery will be recovered the following work day.

1008. SPECIAL TYPE VEHICLE. Radio equipped vehicles, maintenance vehicles, dump trucks and other special purpose vehicles will be used exclusively for the purpose intended.

1009. WALKING DISTANCE. The entire Depot is within the permissible walking distance. GME will not be utilized aboard the Depot solely for convenience. When official business requires utilization of a government vehicle aboard the Depot, a request will be submitted to the Motor Transport Division, via e-mail (**Vehicle@Motor T**) or by phone x4-4224.

1010. ACCIDENT INVESTIGATION. The Roadmaster (see Article 2000.4 for duties) will emphasize prevention of government vehicle misuse, improper operation, and driver's improvement training during scheduled Operator Training. Any accident involving Depot GME assets will be reported directly to the Road Master or the Accident Coordinator at 524-4226.

1011. TOOLS. The Motor Pool's tools are to be used only by designated personnel. No tools, no matter how small or large, belonging to the Motor Transport Division will be used by anyone for the repair of privately owned vehicles. This also applies to the use of all support equipment, facilities, and petroleum, oil and lubrication.

SOP FOR MOTOR TRANSPORT

CHAPTER 2

OPERATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	2000	2-3
AUTHORIZED ALLOWANCES.....	2001	2-3
ROUTINE TRANSPORTATION REQUEST.....	2002	2-4
NON-ROUTINE REQUEST.....	2003	2-5
CANCELLATION OF REQUEST.....	2004	2-5
PERMISSIBLE OPERATING DISTANCE.....	2005	2-5
REQUEST FOR VEHICLE ASSIGNMENT.....	2006	2-6
SCOOTER ASSIGNMENT.....	2007	2-6
VEHICLE UTILIZATION.....	2008	2-7
TRANSPORTATION OF EXPLOSIVES.....	2009	2-7
MATERIAL HANDLING EQUIPMENT.....	2010	2-7
FIRST ECHELON MAINTENANCE.....	2011	2-7
WEEKLY PREVENTIVE MAINTENANCE.....	2012	2-8
VEHICLE INSPECTION.....	2013	2-8
DRIVER ASSIGNMENT.....	2014	2-8
CORONADO BRIDGE TOLL PASSES.....	2015	2-8
VEHICLE OPERATOR ATTIRE.....	2016	2-9
VEHICLE IDLING TIME.....	2017	2-9
		2-1

SOP FOR MOTOR TRANSPORT

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SOP FOR MOTOR TRANSPORT

CHAPTER 2

OPERATIONS

2000. GENERAL. The Operations Section coordinates the support for transportation requests and arranges for optimum equipment usage in filling those requests. The Operations Section also verifies preventive maintenance records, prepares correspondence, and conducts training relative to vehicle use. Additionally, the Operations Section is also responsible for requesting additional vehicles from Base Motor Transport, Camp Pendleton, if additional vehicles are needed on an urgent basis to accomplish the transportation requirements at MCRD, San Diego.

1. Motor Transport Foreman. The Motor Transport Foreman is responsible to the MTO for direct supervision of all matters pertaining to the Operations Section.

2. Motor Transport Chief. The Motor Transport Chief is the senior SNCO in the Motor Transport Division responsible for all operations involving Marines and reports directly to the MTO.

3. Motor Transport Dispatchers. Motor Transport Dispatchers are responsible to the foreman for the smooth and timely dispatch of all GME, MHE, and electric scooters. Dispatchers shall be guided in the performance of their duties by the current edition of TM 4700-15/1, the foreman, the MTO and other pertinent directives.

a. Trip Tickets (MCRD Form 11240/9) will be completed and filed in accordance with the current edition of TM 4700-15/1 Chapter 4. It is the responsibility of the driver to report any vehicle discrepancy to the dispatcher using the trip ticket or verbally in the case of unsafe conditions.

b. The dispatchers are responsible for relaying any noted vehicle discrepancies to the foreman and the maintenance section.

4. Depot Roadmaster. The Depot Roadmaster is the direct representative of the Motor Transport Officer aboard the Depot. The Roadmaster is responsible for ensuring the safe operation, proper preventive maintenance, proper corrective maintenance, and proper paperwork completion for all government vehicles operated or maintained aboard the Depot. This includes all GME, MHE, and GOVs. This applies also applies to any government owned equipment brought on to the Depot, whether owned by MCRD or not.

2001. AUTHORIZED ALLOWANCES. Allowances for MCRD, San Diego are established by Headquarters Marine Corps and the Motor Transport Intra-Service Support Agreement between the Commanding General, MCRD and the Commanding General, MCB, Camp Pendleton. Requests for additional vehicle support will be sent to MCRD Motor T, via AC/S G-4.

2002. ROUTINE TRANSPORTATION REQUEST. Routine vehicle requests will be submitted to the Motor Transport Division, via e-mail using (Vehicle@Motor T), with a minimum of three (3) working days notice. Requests may also be forwarded by telephone or on MCRD Form 11240/22, (Table 7-1). Late submissions for routine requests will be filled on a first-come, first-serve basis if transportation assets are available.

1. Transportation requests will include the following information:
 - a. Requester's name, rank or position, and telephone number.
 - b. Requester's unit/section/division.
 - c. Number/type of personnel/cargo requiring transportation.
 - d. Date and time the vehicle is to report.
 - e. To whom the vehicle/operator is to report.
 - f. Destination, to include an itinerary of the trip.
 - g. Approximate return time.
2. The Motor Transportation Division will respond to all requests within 24 hours after receiving request, this will either be a positive or negative confirmation of the request. If the requester does not receive a response back from the Motor Transport Division either by e-mail or telephone, the requester must treat the request as if the Motor Transport Division did not receive the request.
3. GME smaller than a bus or tractor-trailer may be provided on a U-Drive (customer drives) basis, providing the driver has the appropriate license and the Motor Transport Division has the assets to support the request. Requests will contain the following information:
 - a. Type of vehicle desired.
 - b. Purpose of trip.
 - c. Operator's name, rank, unit and telephone number.
4. Requests for unscheduled or emergency transportation support after normal working hours will be submitted to the (DOOD), located at Building 31, at (619) 524-USMC. Only emergencies will be considered.
5. Requests for overnight vehicle support, and walking or driving distance waivers, will be handled on a case by case basis and only with the approval of the AC/S, G-4.

6. Transport of hazardous material must be requested in writing through the Director of Facilities Maintenance, (Attn: Environmental Engineer).
7. All requests for pool vehicles will be submitted to the Motor Transport Division (Attn: MTO).
8. Individual requests for rifle range transportation will not be accepted. Battalion S-3's will submit a consolidated number of those Marines requiring transportation to the range and specify who will be driving. The request is to be submitted by close of business the Thursday prior to the detail, to **Vehicle@Motor T. One van or bus will be utilized to transport those Marines to Camp Pendleton.** All Marines are required to be present in front of the Depot Theater by 0430. The van/bus will depart promptly at 0430. Range verifiers will be handled in the same manner, however, the request for transportation must only be submitted 3 days prior to "qualification day" and the specific time and area of departure will be coordinated by RTR or the respective battalions.

2003. NON-ROUTINE REQUEST. These requests involve the movement of VIPs and large numbers of personnel and/or cargo. These requests should be submitted as soon as the commitment is known or anticipated, but no later than 3 days prior to commitment.

2004. CANCELLATION OF REQUEST. Cancellation of transportation requests will be via e-mail (Vehicle@Motor T) or directed to the Motor Vehicle Dispatcher at 524-4224 or the Motor Transport Foreman at 524-4230.

2005. PERMISSIBLE OPERATING DISTANCE. The limits established for Permissible Operating Distance (POD) are:

North - 75 miles

South - To the U. S. Border **(NOTE: U.S. GOVERNMENT VEHICLES ARE STRICTLY PROHIBITED FROM CROSSING OVER INTO MEXICO.)**

East - 75 miles

West - shoreline

1. All requests for waivers of the permissible operating distance must be approved by the AC/S, G-4.

2006. REQUEST FOR VEHICLE ASSIGNMENT. Per reference (c), there are three categories of vehicle assignments: Class A, B, and C.

1. Class A-Continuing Assignments. As set forth in reference (c), personnel authorized Class A assignment will not use GME items for other than the actual performance of official duties, nor will such GME be reassigned to others not entitled to such use.

2. Class B-Recurring Dispatch

a. Generally the requirements for Class B assignments relate to functions that require the use of GME assets on a daily recurring basis for efficient and orderly conduct of official business. Class B assigned assets are not to be used for the purpose of convenience.

b. Justification for Class B assignments will be submitted annually from the appropriate customer to the Motor Transport Officer, via the AC/S, G-4, during the month of September. Justification will contain the type of vehicle requested and a narrative statement explaining the intended use of the vehicle.

c. Class B vehicles, to include scooters, must be checked out by 0830 each morning or they will be dispatched on a first-come, first-serve basis.

3. Class C-Pool Dispatches. All GME not assigned to either A or B Class will be pooled for Class C assignment. Class C vehicles will be dispatched on a first-come, first-serve basis.

a. On-call dispatches. On-call dispatches are for those services which can be performed by the one time dispatch of equipment for short periods of time, usually not longer than a normal work day.

b. Scheduled Service. Requirements for this type of service are usually for passenger and/or cargo carrying vehicles, generally greater than a 1 1/2 ton for a specified time and duration.

c. U-Drive Services. Equipment (normally light passenger/cargo vehicles) is made available to support units or staff sections for support of "Official Use" functions and operated by personnel assigned to the using sections. Vehicles normally assigned to the U-Drive pool are sedans, vans, scooters, and three ton trucks.

2007. SCOOTER ASSIGNMENTS. Scooters will be assigned wherever a requirement for recurring transportation exists aboard the Depot for which a fuel powered vehicle is not a necessity. Scooter assignments are normally Class B assignments. Additional requests for scooters will be made in writing to the Depot Motor Transport Officer, via the AC/S, G-4, with full justification. These requests will remain on file for one year and if scooters become available, they will be assigned according to priority of need.

2008. VEHICLE UTILIZATION. Government vehicles will be utilized for "Official Use Only" and in accordance with the references.

1. The term "official use only" shall not include transportation of military personnel or employees between their domiciles and places of employment or duty, or for any other purpose that may be construed as for personal reasons, except when specifically authorized by the Commanding General.
2. Economical and efficient operations will be achieved by providing maximum service with a minimum amount of equipment. The utilization goals for GME are contained in MCB, Camp Pendleton's GME SOP.
3. The yearly utilization goal for scooters are 60 hours.
4. The yearly utilization goal for Material Handling Equipment (MHE) is 120 hours.

2009. TRANSPORTATION OF EXPLOSIVES. No explosive material, with the exception of small arms ammunition, shall be transported off or on the Depot without prior approval of the Depot Ordnance Officer. Requests for vehicles required to transport explosives or ammunition will be submitted to the MTO, via the AC/S, G-4, five (5) working days in advance of the commitment.

2010. MATERIAL HANDLING EQUIPMENT (MHE) SAFE OPERATING PROCEDURES. When utilizing MHE, safety will be the operators first concern. Operators will ensure the rated capacities are being adhered to all times. Capacities are located on the vehicle data plate or stenciled on the vehicle. Supervisors will ensure that all MHE operators have undergone training prior to operating equipment.

1. Operators discovering damage or unsafe conditions on MHE must report it immediately to the Motor Transport Division.
2. Operators will wear "hard hats" while operating forklifts, if there is no overhead protection mounted on the forklift.

2011. FIRST ECHELON/OPERATOR MAINTENANCE. First echelon maintenance is that maintenance which is accomplished by the vehicle operator. First echelon maintenance includes, but is not limited to, vehicle cleanliness, wax protection, correct tire pressure, fuel, oil, batteries, and water levels. Flat/unserviceable tires shall be removed by the operator and delivered to the Motor Transport Division for repair/replacement. All spare removal and replacement is accomplished by the vehicle operator. Scooter tire replacement will be performed by Motor Transport maintenance personnel by contacting them at extension 4-0170.

2012. WEEKLY PREVENTIVE MAINTENANCE (WEEKLY PM). The dispatcher will ensure PM sheet form MCRD 11240/46 is completed and turned in by the drivers on Thursdays. **No vehicle will be dispatched until the PM is completed and the form is signed and dated by both driver and inspector.** Completed forms will be reviewed by and turned in to the foreman on Friday mornings. The foreman will ensure required repairs are initiated. A list of delinquent PMs will be provided to the MTO no later than 1200 on Monday and delinquent PMs will be posted on the Depot's BBS. A weekly PM is required on all GME, to include scooters and MHE. Scooter and MHE maintenance is covered in Chapter 3.

2013. VEHICLE INSPECTION. Vehicle inspections will be accomplished during peak dispatch times by qualified personnel assigned by the MTO or foreman as vehicle inspectors. Vehicles designated for weekend or holiday runs will be inspected prior to 1600 on the last workday prior to the requirement.

2014. DRIVER ASSIGNMENT. Assignment of Motor Transport drivers will be accomplished by 1400 the day prior to the vehicle commitment. Assignment will be in writing by the foreman, Motor Transport Chief, or dispatchers according to need and availability.

2015. TOLL BRIDGE TICKET COORDINATION INSTRUCTIONS. The following are the procedures for issuing and accounting for San Diego Coronado Bay Toll Bridge tickets.

1. Issue Procedures

a. Toll bridge tickets will be issued to personnel who are conducting government business in Coronado.

b. Tickets may be obtained from the Motor Transport Clerk (*Building #231*) between the hours 0730-1500, Monday through Friday.

c. Toll bridge tickets will be issued based on a single round trip transit of the bridge. Tickets will be issued in the following increments:

<u>TYPE OF VEHICLE</u>	<u>NUMBER OF TICKETS ISSUED PER CROSSING</u>	<u>TOTAL COST PER TRIP</u>
Sedan/Van/Station Wagon	1 each	\$1.00
Pickup or Ambulance	1 each	\$1.00
Truck (1 Axle)	2 each	\$2.00
Trailer	2 each, \$.50/ticket	\$2.50

d. Two or more passengers including Class 1 buses do not need bridge passes, but will be required to pass through the "Car Pool" lane, the far right lane of the entranceway to Coronado.

2. Control Procedures. The toll bridge tickets will be signed out by the operator requesting their use. The Transportation Clerk will be responsible for the security and accountability of the toll bridge tickets.

2016. VEHICLE OPERATOR ATTIRE. The proper uniform to be worn by all vehicle operators, while driving a government vehicle (GME, MHE, and scooters), will be the Uniform of the Day (UD). The UD will be dictated by the activity for which the vehicle is requested or at the discretion of the Motor Transport Officer or the Commanding General . PT gear and civilian attire is authorized if it meets the above criteria. Units that continually need to pick up or drop off vehicles at the motor pool in civilian attire and/or PT gear should have a letter from their commanding officer authorizing vehicles to be picked up in civilian attire or PT gear.

2017. VEHICLE IDLING TIME. Vans and sedans carrying passengers shall idle no longer than 5 minutes. This rule does not apply to diesel vehicles.

SOP FOR MOTOR TRANSPORT

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SOP FOR MOTOR TRANSPORT

CHAPTER 3

MAINTENANCE

	<u>PARAGRAPH</u>	<u>PAGE</u>
MAINTENANCE (GENERAL).....	3000	3-3
MT FOREMAN.....	3001	3-3
MAINTENANCE CATEGORIES.....	3002	3-3
TOOLS, SETS, AND CHESTS.....	3003	3-3
CALIBRATION.....	3004	3-3
SAFETY INSPECTIONS.....	3005	3-4
MODIFICATIONS.....	3006	3-4
PUBLICATIONS.....	3007	3-4
MARKING/PAINTING OF VEHICLES.....	3008	3-4
VEHICLE WARRANTIES.....	3009	3-4
WINTERIZATION.....	3010	3-4
RECOVERY/EVACUATION PROGRAM.....	3011	3-5
SCOOTER MAINTENANCE.....	3012	3-5
MATERIAL HANDLING EQUIPMENT.....	3013	3-5
TRAINING.....	3014	3-5
PREVENTIVE MAINTENANCE STICKER.....	3015	3-5
VEHICLE ABUSE.....	3016	3-5
VEHICLE MAINTENANCE INSPECTOR.....	3017	3-6
LOAD TEST/CALIBRATION.....	3018	3-6
CERTIFICATION.....	3019	3-6

SOP FOR MOTOR TRANSPORT

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SOP FOR MOTOR TRANSPORT

CHAPTER 3

MAINTENANCE

3000. MAINTENANCE. Maintenance is that function which provides motor vehicle maintenance and road repair service, maintains records of preventive and corrective maintenance, administers training programs, submits required reports and performs limited technical inspections when required on all GME and MHE equipment.

3001. MOTOR TRANSPORT FOREMAN. The Motor Transport Foreman is responsible to the MTO in the direct supervision of all maintenance matters. These include shop safety, training, production, tool room inventory, hazardous materials, calibration control, and maintenance scheduling. The foreman ensures that all maintenance performed is in accordance with the current editions of MCO 11240.46, MCO 11240.47, MCO 11240.48, TM 4700-15/1, Marine Corps Base Camp Pendleton Order 11240.4 (Motor Transport SOP for Garrison Mobile Equipment, Automotive), and the Depot Maintenance Management SOP (DepO P4790.1).

3002. MAINTENANCE CATEGORIES. Maintenance categories are authorized services which maintain the equipment in an operational and safe condition. These include:

1. Corrective Maintenance. Corrective Maintenance (CM) is maintenance performed, as a result of an equipment failure, to restore an item of equipment to a serviceable condition.
2. Scheduled Maintenance. Scheduled Maintenance (SM) is the sum total of the actions taken to maintain equipment in a serviceable condition. Scheduled Maintenance will be performed as prescribed by the manufacturer's suggested maintenance or 12 months or 6,000 miles for automotive equipment and 12 months or 520 hours for MHE and engineer equipment.
3. Preventive Maintenance. Preventive Maintenance (PM) is the maintenance required to keep equipment in a constant serviceable condition. Preventive Maintenance includes before, during, and after operation checks, daily vehicle inspections, and weekly PM checks. Weekly PMs are conducted on all GME and MHE on Thursdays in the Motor Pool (Bldg 231).

3003. TOOLS, SETS, AND CHESTS. It is the responsibility of the Motor Transport mechanics to control and maintain accurate inventories in accordance with the current edition of TM P4700-15/1_ and UM 4400-15 of all tools, sets, and chests.

3004. CALIBRATION. It is the responsibility of the Motor Transport Foreman to maintain current and accurate calibration of equipment in accordance with the current edition of MCO 4733.1.

3005. SAFETY INSPECTIONS. Automotive equipment shall be inspected for safety at intervals not to exceed 12 months. Where required, a shorter interval may be needed to meet state or local regulations. At a minimum, the manufacturer's recommended safety inspection shall be performed at the recommended interval. Completion of the Annual Safety Inspection will be recorded on a Shop Repair Order (SRO).

3006. MODIFICATIONS. Modifications are only made on scooters and MHE equipment when notified by the manufacturer, and then only performed by the manufacturer or dealership personnel. This modification must also be approved by HQMC. Any required modification of automotive equipment will be done at Base Motors, Camp Pendleton by their personnel. Base Motors, Camp Pendleton will notify the MCRD Motor Transport Officer of any required vehicle modifications.

3007. PUBLICATIONS. Publications for repair parts, flat rate manuals and manufacturers' specifications are held in a master file in the Motor T Maintenance Shop. This file shall be constantly under review for changes in price of parts, labor, etc... These publications are procured either through the equipment company or through direct ordering from the publisher.

3008. MARKING AND PAINTING OF VEHICLES. All marking and painting of MCRD vehicles will be accomplished by the Motor Transport Division in accordance with the provisions set forth in current directives. Repainting of vehicles solely to improve the appearance is not authorized. Any painting that is needed on vehicles owned by MCB, Camp Pendleton will be accomplished at the maintenance facility at Camp Pendleton.

3009. VEHICLE WARRANTIES. Warranties on new vehicles will be in accordance with the current edition of MCO 11240.46. The Motor Transport Foreman is designated as the inspector of new vehicles and will make necessary reports in rough to the Motor Transport Officer. Any vehicle that is owned by MCB, Camp Pendleton that requires work that is covered under a warranty will be accomplished by the appropriate dealer after the maintenance office at Base Motors, Camp Pendleton is notified.

3010. WINTERIZATION. Anti-freeze will be installed in vehicles as specified by the manufacturer, or maintained at 60% anti-freeze and 40% water. Vehicles operating where freezing temperatures are anticipated, will be properly winterized and checked daily by the driver for proper coolant level.

3011. RECOVERY AND EVACUATION PROGRAM. Recovery and evacuation of vehicles and equipment shall be determined by HQMC by means of the Semi-Annual Vehicle Retirement Analysis Report. Recovery and evacuation is determined by age, mileage and one time repair cost of a particular piece of equipment. All GME owned by MCB, Camp Pendleton requiring disposal will be disposed of by MCB, Camp Pendleton in accordance with their SOP. The Motor Transport Director at Camp Pendleton will notify the Motor Transport Officer at MCRD of any vehicle subject to disposal.

3012. SCOOTER MAINTENANCE. All corrective and scheduled maintenance required on electric scooters will be accomplished in the Motor T Maintenance Shop. Scooter maintenance is the responsibility of the Motor Transport mechanics. They are guided in the maintenance of scooters by instructions contained in the current edition of MCO 11240.48, TM 4700-15/1 and manufacturers' specifications. All first echelon and preventive maintenance of scooters (driver's maintenance) will be done at the motor pool car wash pad under the direct supervision of the Motor Transport dispatchers or maintenance personnel.

3013. MATERIAL HANDLING EQUIPMENT (MHE). All maintenance required on MHE (Electric Powered) is accomplished in Building 231 or on site. MHE maintenance is the responsibility of the Motor Transport mechanics. They are guided by instructions contained in the current edition of MCO 11240.48 and manufacturers' specifications.

3014. TRAINING. Training of maintenance personnel shall be the responsibility of the Motor Transport Foreman, and will be accomplished in accordance with current directives.

3015. PREVENTIVE MAINTENANCE STICKER (DD317). The DD317 is affixed to the interior paneling of all MCRD owned vehicles. The DD317 will alert the driver of the date or mileage that a particular vehicle is due for its next scheduled preventive maintenance. This pertains to GME (Automotive) only, and does not include GSA vehicles.

3016. VEHICLE ABUSE. Evidence of vehicle abuse such as failure to perform preventive maintenance, mechanical failures which are not the result of normal wear and tear, or defective workmanship will be investigated by the Motor Transport Division. A report of such facts will be submitted to AC/S, G-4 for appropriate action. The Depot Motor Transport Officer or the Depot Roadmaster have the authorization to issue formal written violations to individuals or units due to vehicle misuse or abuse. Additionally, monetary penalties may be assigned to the cognizant fund code (Depot units/sections only), based on AC/S G-4 authorization. The monetary amount will be determined by AC/S G-4 or the Motor Transport Officer and routed through the Chief-of-Staff to AC/S Comptroller.

3017. VEHICLE MAINTENANCE INSPECTOR. The Foreman is designated as the Vehicle Maintenance Inspector. The Motor Vehicle Inspector is responsible for inspecting, or delegating authority to inspect, all vehicles being inducted into the maintenance cycle and ensuring that quality repair work is done in accordance with manufacturers' specifications. The Motor Vehicle Foreman will inspect, or delegate authority to inspect, all vehicles entering the shop, utilizing proper test equipment, and annotate on the SRO work to be performed. During this inspection, the Motor Transport Foreman will ensure that the SRO is filled out in accordance with the current edition of TM 4700-15/1_.

- a. In cases where it is noted that driver's maintenance has not been performed, that vehicle will not be accepted into the shop and the MTO will be notified for appropriate action.
- b. Upon completion of repairs, the foreman will inspect each vehicle for quality of work and report all discrepancies to the MTO.
- c. Upon completion of the final inspection, the Motor Transport Foreman will ensure that the SRO is completed and signatures applied in accordance with the current edition of TM 4700-15/1. After this inspection is completed the Motor Transport Foreman will sign the SRO on the last line available in block 31 (description of work).
- d. The Motor Transport mechanics are responsible for inspecting any new equipment and filling out any Quality Deficiency Reports (QDRs) if necessary.

3018. LOAD TEST, CALIBRATION, AND MARKING OF LIFTING EQUIPMENT. Load test, calibration, and marking of lifting equipment shall be done in accordance with current Marine Corps orders and directives as outlined in the current edition of NAVMAT P5100.

3019. CERTIFICATION

1. Certifying Officer. The Certifying Officer is responsible for ensuring the safety and reliability of all load lifting equipment. The Certifying Officer shall be designated in writing by the Commanding General. The Certifying Officer shall either be a Marine Officer or qualified civilian. The NAVMAT P5100 contains the specific requirements required by a Certifying Officer.
2. Certification Frequency. Each item of load lifting equipment shall be certified as condition inspected at least once annually.
3. Marking. Load lifting equipment will be marked in accordance with the NAVMAT P5100.

SOP FOR MOTOR TRANSPORT

CHAPTER 4

SUPPLY/FISCAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
SUPPLY/FISCAL.....	4000	4-3
TRANSPORTATION CLERK.....	4001	4-3
SUPPLY FUNCTIONS.....	4002	4-3
FISCAL ACCOUNTING.....	4003	4-3
TIME/LABOR CARDS.....	4004	4-3
FUEL CARDS.....	4005	4-4
U. S. GOVERNMENT FLEET SERVICE CARD		4-4
MCRD FUEL CARD		4-4
FUEL RECEIPTS		4-4
REIMBURSABLES.....	4006	4-4

SOP FOR MOTOR TRANSPORT

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SOP FOR MOTOR TRANSPORT

CHAPTER 4

SUPPLY/FISCAL

4000. SUPPLY/FISCAL. Supply/Fiscal is that function which provides supply support for GME repair, equipment for the maintenance and repair of vehicles, requisitions for material, records requisitions, and records status of authorized and expended funds for MCRD Motor Transport Maintenance. In addition, Supply/Fiscal provides data, tracks requisitions and obligations, and gives advice and input to prepare the annual budget.

4001. TRANSPORTATION CLERK. The transportation Clerk is responsible to the Foreman for the efficient operation of this branch and the timely requisition of repair parts, equipment, and supplies. In addition, the Transportation Clerk ensures all supply and fiscal records are maintained in accordance with current directives.

4002. SUPPLY FUNCTIONS

1. Internal Reconciliation. An internal reconciliation meeting will be held by the Foreman weekly. Attendees will be the Transportation Clerk, and a MHE/scooter mechanic. During this reconciliation, all currently pending supply documents, pending work requests, and pending publication requisitions will be reviewed. After completion of the document review/reconciliation, the Transportation Clerk will take appropriate action in accordance with the current edition of UM 4400-15.

2. Supply Reconciliation. A quarterly reconciliation will be conducted in accordance with the current edition of DepO P4400.7.

4003. FISCAL ACCOUNTING. The recording/reporting of fuel purchases, parts and equipment requisitions, and other fund accounting is the function of the Transportation Clerk, who is a representative of the MTO in the performance of this process. This accumulation of data in the accounting for resource expenditure will be in strict compliance with DepO P7000.7.

4004. TIME/LABOR CARDS. The Transportation Clerk is responsible for the timely turn-in and accuracy of the time and labor cards in accordance with DepO P7000.7. The Transportation Clerk also tracks all overtime, leave, compensatory time, and time-off awards accumulated and used by employees.

4005. FUEL CARDS

1. U. S. Government Fleet Service Cards. U. S. Government Fleet Service Cards will be requested through DSSC, MCRD (Attn: Purchasing and Contracting). The U. S. Government Fleet Service Cards will be used for the purchase of fuel only when a vehicle is unable to purchase fuel aboard MCRD or any other military installation. U. S. Government Fleet Service Cards will be checked out from the Transportation Clerk or the Motor Transport Foreman. Authorization for purchases over \$50.00 must be obtained by the MTO prior to the purchase of fuel with the U. S. Government Fleet Service Card.
2. MCRD Fuel Cards (Yellow). MCRD fuel cards are for the purchase of fuel at the MWR Service Station at MCRD and at any military operated gas station aboard Marine Corps Base, Camp Pendleton. Each MCRD vehicle is assigned its own fuel card. Each fuel card should only be used for the vehicle to which it belongs.
3. Fuel Receipts. Fuel receipts will be turned in on the same day of purchase to the dispatcher or Transportation Clerk, unless the Marine or civilian is temporarily assigned duties to which government transportation is required over several days. In this case, the fuel receipts will be returned immediately upon return from TAD. Each fuel receipt will contain both the operator's signature and printed name for verification. ONLY REGULAR UNLEADED FUEL IS AUTHORIZED FOR USE IN GOVERNMENT VEHICLES.

4006. REIMBURSABLES. All groups or organizations, that visit the Depot and are not tenant organizations of MCRD, will be charged for the transportation support received from the MCRD Motor Transport Division. For those groups and units that funding documents are received, the Transportation Clerk will submit a letter to the Managerial Accounting Office stating the cost of the transportation support after it has been completed. The Depot will be reimbursed through the reimbursable process for this support. If transportation support is to be provided to private organizations or groups, funds must be received prior to the support being provided. The Transportation Clerk will coordinate with the Managerial Accounting Officer for the payment of those services. Reimbursable rates will be reviewed annually by the MTO and the Comptroller Department. The dispatcher will provide to the Transportation Clerk the information required to ensure reimbursement is received for any support provided to groups and organizations that visit the Depot.

SOP FOR MOTOR TRANSPORT

CHAPTER 5

SAFETY

	<u>PARAGRAPH</u>	<u>PAGE</u>
SAFETY (SHOP).....	5000	5-3
ACCIDENT PREVENTION.....	5001	5-3
LOAD TEST/CALIBRATION/LIFTING.....	5002	5-4
SAFETY SECURITY OF PERSONNEL/CARGO..	5003	5-4
ACCIDENTS.....	5004	5-4
FIRE EXTINGUISHERS.....	5005	5-5
SPEED LIMITS.....	5006	5-6
BACKING OF VEHICLES.....	5007	5-6
CONSUMPTION OF ALCOHOLIC BEVERAGES.	5008	5-6
OPERATING/SAFETY INSTRUCTIONS.....	5009	5-6

SOP FOR MOTOR TRANSPORT

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SOP FOR MOTOR TRANSPORT

CHAPTER 5

SAFETY

5000. SAFETY

1. Shop Safety. The safety policy of the Motor Transport Division is directed towards aiding in the maximum conservation of manpower and material through the application of a comprehensive, effective and continuous safety program.

- a. Powered equipment will be operated only by authorized personnel who have been instructed in the proper use of such equipment.
- b. Designated protective equipment must be used in all hazardous areas of operation.
- c. No one is permitted under an elevated vehicle until it has been properly blocked or placed on stands.
- d. Visitors will be escorted through the Motor Pool, and children will not be left unattended anywhere within the Motor Transport Division area (Buildings 231, 232 and surrounding areas). Policies concerning visitors to the Motor Pool shall be adhered to using current directives and the Motor Transport Division policies, any arrangement not covered in or outside of these policies must be authorized by the MTO.

5001. ACCIDENT PREVENTION. Accident prevention can only be accomplished through an active safety management program. The safety management program shall consist of the following items:

- 1. Inspections. Inspections shall be accomplished on a continuous basis by the Depot Roadmaster, Motor Transport personnel, and by Depot Safety personnel. Results of those inspections shall be recorded and proper corrective action taken immediately.
- 2. Safety Training. All personnel shall be properly trained in shop safety by the foreman and/or Motor Transport Chief. Shop safety will include proper tool use, tool maintenance, proper use of lifting equipment, Motor Pool operations, and safety for visitors to the Motor Pool. Motor Transport personnel will also attend annual safety classes given by the Depot Safety Director.
- 3. Supervision. **Proper supervision with an outlook towards safety is the most important aspect of any safety program.** All motor transport personnel shall be on the look out for safety hazards and take immediate positive action when an unsafe situation is identified.

4. Reporting of Hazardous Condition. All personnel shall report a possible safety hazard to their supervisor as soon as it is discovered. The hazard shall be safeguarded until such time as remedial action is taken by competent authority.

5002. LOAD TEST, CALIBRATION, AND MARKING OF LIFTING EQUIPMENT. Load test, calibration, and marking of lifting equipment shall be done in accordance with current Marine Corps Orders and directives as outlined in the current edition of NAVMAT P5100.

5003. SAFETY SECURITY OF PERSONNEL/CARGO. Vehicle loads must be properly secured and arranged so as to preclude accidental damage/loss of cargo.

1. Do not exceed the height capacity of a vehicle (cargo/personnel) for which it was classified.
2. Cargo carrying vehicles may transport work crews as long as the side and end enclosures are at least thirty-six (36) inches high (measured from floor of the bed). Individuals must be seated on the floor of the bed. If cargo accompanies the crew, the cargo must be thoroughly secured.
3. Trucks used primarily for transport of work crews shall be equipped with seats, have a side and end enclosure of not less than forty-six (46) inches from the floor and have proper mounting devices to ensure safe mounting and dismounting.
4. A maximum of three passengers in addition to the driver may be transported in electric scooters, one in the front seat two seated on the floor of the cargo bed.
5. In accordance with DoD directive 6055.4, MCO 5100.19 and MCO 5110.1 all personnel operating or riding in a government owned vehicle are required to use the seat belts while the vehicle is in operation if the vehicle is so equipped with seat belts or safety straps. The senior occupant of the vehicle is responsible for ensuring that this requirement is observed.

5004. ACCIDENTS

1. When government vehicles are involved in an accident, the Motor Transport Officer will review the SF-91 and immediate circumstances of the accident. The Motor Transport Officer may request that the commanding officer of the driver's respective command conduct an informal investigation, dependent upon possible injury, damage, government liability or nature of the accident. Investigations will be conducted as specified in MCO P4400.19 (Volume 1, Marine Corps Supply Manual, Chapter 4) and the JAG Manual.

2. In the case of an accident, the driver will take the following action:

a. Render the appropriate first-aid and emergency actions necessary to ensure the accident scene is stabilized, safe, and no further injury or damage is probable.

b. Complete the Standard Form 91, (Operator's Report of a Motor Vehicle Accident). This report will be completed at the scene of the accident, providing the driver is capable of filling out the form and all emergency actions have already been taken to prevent further injury or damage.

c. Notify the Provost Marshal (accidents aboard the Depot) or local police department (accident off Depot). If a phone is unavailable or the police are unable to respond to the driver's call, the driver should NOT leave the scene of the accident. The government driver should have someone else find a phone to call the Depot and relay the appropriate information. The driver should not leave the scene of the accident until authorized by the appropriate authority (ie. police, PMO, MTO, Roadmaster, DOOD, Company CO, or Battalion CO). Before departing the scene of the accident, the SF-91 must be completely filled out (as detailed as possible) and the appropriate information, listed on the accident information card, given to all parties actually involved in the accident. Good judgment will prevail in extreme cases.

d. Also, after PMO or local police have been called, notify the Motor Transport Officer at DSN 524-4229 or Motor Transport Foreman at 524-4230 or the Accident Coordinator at 524-4226 during working hours. After working hours, notify the DOOD at DSN 524-8700.

e. If the accident occurs aboard the Depot, ensure that the vehicles are not moved until the Provost Marshal has made an investigation. In the case of off base accidents, the local police will make the determination as to when the vehicles should be moved.

2. A copy of all completed accident investigations involving GME belonging to Base Motors, MCB, Camp Pendleton are to be sent to the Motor Transport Officer, Base Motors, MCB, Camp Pendleton. The original investigation will be kept on file at MCRD San Diego. All investigation results will be kept on file for 6 years.

5005. FIRE EXTINGUISHERS

1. The following vehicles will be equipped with fire extinguishers:

a. Buses

b. Trucks - 3 Ton capacity or larger

c. Police vehicles

d. Vehicles regularly used to carry explosives or dangerous articles will carry two fire extinguishers.

e. Vehicles used occasionally to carry explosives or dangerous articles and vehicles dispatched into areas where fire protection is not readily available will be equipped with fire extinguishers on an "as needed" basis.

2. It is the responsibility of the driver to pick up fire extinguishers from the duty dispatcher at the time the vehicle is dispatched.

5006. SPEED LIMITS. The maximum speed limit aboard the Depot is 20 MPH except when driving in the RTR area where the posted speed limit is 10 MPH. The speed limit when passing troops in formation is 5 MPH. Posted speed limits for off Depot travel will be strictly adhered to at all times.

5007. BACKING OF VEHICLES. If two or more persons are riding in a government vehicle, a ground guide shall be used for the backing of any vehicle. The guide shall assume a position so that all obstacles and oncoming traffic may be observed, and where the driver has full visibility of the guide. In the absence of a ground guide, the operator shall ensure backing movements can be made safely. This shall include walking completely around the vehicle, checking for obstacles, before getting in the vehicle and starting the backing process; as well as sounding the horn prior to placing the vehicle in motion.

5008. CONSUMPTION OF ALCOHOLIC BEVERAGES. Drivers of government vehicles will not use, consume, or possess any alcoholic beverages while operating a government vehicle on or off the Depot. Such drivers will not transport any alcoholic beverages in government vehicles except as authorized by proper authority. No operator will have consumed alcohol within 12 hours of operating a vehicle/motorized equipment.

5009. OPERATING/SAFETY INSTRUCTIONS

1. Operators will comply with all local, state, federal, and military traffic regulations and are responsible for any penalty resulting from a traffic violation.
2. Operators of GME will ensure that the vehicle is properly secured when unattended.

SOP FOR MOTOR TRANSPORT

CHAPTER 6

PROCEDURES FOR LICENSING

	<u>PARAGRAPH</u>	<u>PAGE</u>
LICENSING POLICY.....	6000	6-3
LICENSING PROCEDURES.....	6001	6-4
NEW PERMITS		6-4
RENEWAL PERMITS		6-4
DUPLICATE PERMITS		6-4
VALIDATION		6-4
UPGRADED PERMITS		6-4
MHE PERMITS.....	6002	6-4
CERTIFICATE OF DRIVING SKILL.....	6003	6-5
SUSPENSION OF OPERATOR'S LICENSE.....	6004	6-5

SOP FOR MOTOR TRANSPORT

CHAPTER 6

PROCEDURES FOR LICENSING

6000. LICENSING POLICY

1. All personnel who operate GME owned, leased, or controlled by the federal government aboard MCRD, San Diego shall comply with the licensing procedures as stated in this manual.
2. Additionally, civilian personnel employed as full time and incidental vehicle operators are required to meet the requirements of the Federal Personnel Manual (FPM) regarding vehicle licensing as well as in this manual.
3. Military/Government personnel are not required to possess a U.S. Government Motor Vehicle Operator's Identification Card (OF 346), to operate government owned, leased commercial or administrative use vehicles under 10,000 pounds gross vehicle weight (GVW), provided they possess a valid state driver's license. Personnel operating vehicles rented commercially for performance of temporary duty travel or government commercial vehicles under 10,000 pounds (GVW) must possess a valid state driver's license. Military personnel not possessing a valid state driver's license and whose duties require the operation of GME vehicles must be issued an OF-346.
4. Although the requirement for licensing is not required for vehicles under 10,000 pounds (GVW), all personnel needing to operate a scooter or 3 ton truck will be required to attend an operator's, preventive maintenance (PM) and forms class. This class is taught at the Motor Transport Division (Bldg 231).
5. All military and civilian personnel aboard MCRD, San Diego who are required to operate GME vehicles and scooters must attend a Preventive Maintenance (PM) and Forms class. If under the age of 26, military drivers must first successfully complete the 8 hour Driver's Improvement Course (DIC).
6. A record shall be maintained on all personnel who are issued an MCRD operator's permit or an OF-346. This record shall provide information regarding official qualifications, examinations, regulations, and policies. This record shall be maintained for four years.
7. All military personnel less than 26 years of age are required to provide documented proof of successful completion of a recognized eight (8) hour Driver's Improvement Course prior to receiving operator's driving privileges for any government vehicle.
8. The Motor Transport Officer has final licensing authority and if deemed necessary will determine whether an OF 346 will be issued or denied.

9. Personnel required to transport ammunition will receive training from Camp Pendleton, Base Motor Transport for transportation of hazardous materials.

6001. LICENSING PROCEDURES

1. Prior to any licensing or testing, all personnel requiring an OF-346 will be required to have a NAVMC 10964 (Application for Government Vehicle Operator's Permit) filled out in duplicate and signed by their Commanding Officer or Section Officer-in-Charge. NAVMC 10964 can be obtained from the Motor Transport Licensing Section or by calling 524-4226.

a. New Permits. Applications must be received 3 days prior to the start of the course of instruction. Information concerning class schedules can be obtained by calling the Motor Transport Licensing Section or by checking the Depot BBS (Information Board/ AC/S G-4 / Executive Info / Motor Transport Division).

b. Renewal Permits. A government operator's permit can be renewed 6 months prior and 60 days after expiration. Personnel will be required to take a written test and if deemed necessary, a road test.

c. Duplicate Permits. A "certified true" copy of that portion of the operator's personnel file showing proof of previous license is required if the license is lost or stolen. A written test and road test may be given if deemed necessary.

d. Validation. All personnel not receiving their license from MCRD, San Diego will be required to have their current OF 346 validated for use aboard MCRD. A written test and road test may be required.

e. Upgraded Permits. Personnel upgrading their OF 346 will be administered a written test and road test as appropriate for the class of vehicle. Medical certificate forms NAVMC 10969 and NAVMC 10970 are required for individuals licensed to operate buses, vehicles with three axles or above, vehicles transporting hazardous materials, and emergency vehicles.

f. Emergency Vehicle. Only Military Police are authorized to receive this license. They must have completed an Emergency Vehicle Operator's Course (EVOC) by a certified instructor and possess a current medical certificate.

6002. MATERIAL HANDLING EQUIPMENT (MHE) PERMITS

1. All personnel applying for a new MHE permit need to contact Depot Facilities Maintenance at 524-5651.

2. Personnel applying for an upgraded MHE permit need to contact Depot Facilities Maintenance at 524-5651. A written and skill test will be given.
3. All permit records will be given to the Motor Transport Licensing Section to be maintained for four years.
4. The Director, Facilities Division, will ensure that operators of construction equipment, maintenance equipment, cranes, etc., are properly qualified. The Facilities Division will establish local procedures and issue the NAVDOCS 2754 (Construction and Weight Handling Equipment Operator's License).

6003. CERTIFICATE OF DRIVING SKILL (DL 170). The Motor Transport Division has been granted permission by the state of California to issue Certificates of Driving Skill (DL 170s). The purpose of the DL 170 is to certify that a driver is employed by MCRD, San Diego and has passed a road test approved by the state of California for the class of vehicle they are employed to drive. The DL 170 is accepted by the Department of Motor Vehicles in place of a road test in a Class A or B vehicle. DL 170s will only be issued to personnel employed by MCRD who are required as a condition of their employment to possess a commercial driver's license (CDL).

6004. SUSPENSION OF OPERATOR'S LICENSE

1. A government driver's license, (OF-346) will be suspended by the Motor Transport Officer in accordance with TM 11240-15/3B, Motor Vehicle License Examiner's Handbook, when a Marine or government personnel has:
 - a. A blood alcohol content (BAC) which equates to a DUI either in a POV or government vehicle.
 - b. A positive urinalysis test result.
 - c. A guilty verdict for possession of illegal drugs.
 - d. Demonstrated an irresponsible or reckless use of government or privately owned vehicles.
 - e. Been convicted of a, military or civilian, major traffic violation including, but not limited to, reckless driving.
2. The individual's section and command will be notified, when possible, of a proposed suspension for input on type of suspension to be awarded. When suspension required or deemed appropriate, the Motor Transport Officer will initiate suspension and forward action to the individual's respective command for proper annotation in their record book. The length of suspension will vary depending on the circumstances surrounding the suspension.

SOP FOR MOTOR TRANSPORT

CHAPTER 7

LOCAL FORMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	7000	7-3
MOTOR VEHICLE UTILIZATION RECORD (TRIP TICKET).....	7001	7-3
SCOOTER OPERATIONAL RECORD.....	7002	7-3
WEEKLY PREVENTIVE MAINTENANCE SHEET.....	7003	7-3
SCOOTER INSPECTION SHEET.....	7004	7-4
MOBILE HEAVY EQUIPMENT PREVENTIVE MAINTENANCE SHEET.....	7005	7-4
TRANSPORTATION REQUEST.....	7006	7-4
ROADMASTER INSPECTION/CITATION REPORT.....	7007	7-4
BLANK FORMS.....	7008	7-5

SOP FOR MOTOR TRANSPORT

CHAPTER 7

LOCAL FORMS

7000. GENERAL. The Motor Transport Division utilizes a combination automated and manual form system adapted from MCB, Camp Pendleton. Many forms have been locally produced to ensure compatibility with these systems. Guidelines for the use of local forms are contained in MCO P11240.106_ and TM 4700-15/1_.

7001. MCRD 11240/9, MOTOR VEHICLE UTILIZATION RECORD

1. This form is the trip ticket for all automotive GME. Procedures for filling out this form are in compliance with TM 4700-15/1_ and are self-explanatory. A completed example is shown in Appendix A.
2. The "Before/During/After Operation" checks are included on this form. All GME equipment will have a "Before/During/After" operation check conducted prior to actual use, utilizing MCRD 11240/9, to include all subpools. No exceptions will be accepted to this policy. A completed example is shown in Appendix A.
3. All automotive GME equipment will be dispatched utilizing a trip ticket except for the (3) subpools established in Chapter 1 of this SOP.

7002. MCRD 11240/35, SCOOTER OPERATIONAL RECORD

1. This form is the trip ticket for scooters. Procedures for filling out this form are self-explanatory. A completed example is shown in Appendix B.
2. The "Before/During/After Operation" checks are included on the bottom of this form and will be completed, before actual use, for all scooters. No exceptions will be accepted to this policy.
3. Only those scooters that are required to be returned to the motor pool each night will be required to complete the top portion of MCRD 11240/35, indicating the scooter was dispatched, and returned to the dispatcher at the end of each day. All other scooters are on utilization and do not require a trip ticket.

7003. MCRD 11240/46, WEEKLY PREVENTIVE MAINTENANCE CHECKLIST

1. This form is the preventive maintenance checklist for all automotive GME. It will be completed for each vehicle every Thursday, and turned into the Motor Transport Dispatcher by close of business that same day. A weekly PM will be conducted each week whether the equipment was utilized or not during that week. Units with delinquent PMs will be recorded on the Depot BBS.

2. Procedures for completing the form are self-explanatory and a completed example is provided in Appendix C.

7004. MCRD 11240/11, ELECTRIC CART (SCOOTER) INSPECTION

1. This form is the preventive maintenance checklist for scooters. It will be completed each Thursday and turned into the Motor Transport Dispatcher by close of business of that same day. All scooters will have a weekly PM completed whether the scooter is utilized or not during that week.

2. Procedures for completing the form are self-explanatory and a completed example is shown in Appendix D.

7005. MCRD 11240/48, WEEKLY PREVENTIVE MAINTENANCE CHECKLIST (MHE)

1. This form is the preventive maintenance checklist for all MHE. It will be completed each Thursday and turned into the Motor Transport Dispatcher by close of business of that same day. All MHE will have a weekly PM completed whether the equipment was utilized or not during that week.

2. Procedures for completing the form are self-explanatory and a completed example is shown in Appendix E.

7006. MCRD 11240/22, REQUEST FOR TRANSPORTATION SERVICES

1. Vehicle transportation requests will be sent via e-mail to Vehicle@Motor T. These requests must include time and date support desired, if driver is needed, requesting unit, type of vehicle, reason for request, and itinerary of planned utilization.

2. If e-mail is not working and the Motor Transport Division cannot be reached by phone, the MCRD 11240/22 form will be utilized for transportation requests. It will be completed by the requester and turned into the Motor Transport Division, within the time frame established in Chapter 2, paragraphs 2002 and 2003, of this SOP.

3. Procedures for completing the form are self-explanatory and a completed example is shown in Appendix F.

7007. MCRD 11240/34, ROADMASTER INSPECTION/CITATION REPORT

1. The primary purpose of the Roadmaster program is to ensure the safe and proper operation and maintenance of government owned vehicles.

2. The MCRD Roadmaster program is applicable to all units who operate or maintain government owned vehicles aboard MCRD. The Roadmaster Inspection/Citation Report will be used to note drivers or sections operating and maintaining their vehicles/equipment properly. The Roadmaster Inspection/Citation Report will also be used to note discrepancies with vehicle/equipment operation or maintenance. Some instances of vehicle/equipment damage or abuse may incur a monetary fine to the responsible unit's fund code, if the unit is under MCRD command; if not an MCRD subordinate unit, the fine will be routed through the Chief of Staff for appropriate action.

3. A sample of the Roadmaster Inspection/Citation Report is shown in Appendix G.

7008. BLANK FORMS. Blank forms can be obtained from the Motor Transport Division or reproduced at each section location. Only sections on utilization can reproduce the MCRD 11240/9 form for the operations checks.

SOP FOR MOTOR TRANSPORT

APPENDIX A

MOTOR VEHICLE UTILIZATION RECORD

DATE 9/08/06 EXP. BACK 97/08/06 TYPE L 1101 00 REGISTRATION/SERIAL NO. O 29 1578 TRIP TICKET NO. 026653
 16:30

ORGANIZATION	ACTION	TIME	MILES	HOURS	DESTINATION
MCRD					PCO
1ST OPERATOR CPL WEISS, S.M.	IN OUT	1330 0700	29999 29001		REPORT TO Mr. Jim
OPERATOR'S SIGNATURE <i>S. Weiss</i>	TOTAL	6 1/2 hrs	98		DISPATCHER'S SIG <i>[Signature]</i>
2ND OPERATOR	IN OUT				REPORT TO
OPERATOR'S SIGNATURE	TOTAL				DISPATCHER'S SIG
DESTINATION	TIME ARRIVE DEPART		RELEASED BY (SIGNATURE)		REMARKS
1. FROM Motor Pool		0700			1 passenger
2. TO Bldg 31	0706	0809			
3. TO PCO	0815	1200			
4. TO Bldg 29	1207	1225			Cargoweight 500 lbs

OFF-BASE AUTHORIZED

	1	2	3	4
METER IN	29999			
METER OUT	29000			
TOTAL MILES	98			
TOTAL MILES OFF BASE	0			

REMARKS

Inspector's Signature (Out)

Inspector's Signature (In)

APPENDIX A

NO SMOKING ALLOWED IN GOVERNMENT VEHICLES

SOP FOR MOTOR TRANSPORT

APPENDIX B

Date	Type	Registration No.	Administration No.
1 MAR 97	2400	246891	2
1st Operator's Signature <i>J. B. Burke</i>	Time	Meter Reading	1st Release Signature <i>D. P. Wiseman</i>
2nd Operator's Signature	In 1500	3296	2nd Release Signature
3rd Operator's Signature	Out 0500	3294	3rd Release Signature
4th Operator's Signature	Total 10 hrs	2 hrs.	4th Release Signature
(X) Items that require servicing by maintenance personnel			(✓) O.K.
Before Operation	During Operation	After Operation	
✓ Damage, Pilferage	✓ Instruments	✓ Lights and Reflectors	
✓ Leaks, General	✓ Brakes	✓ Safety Devices	
✓ Instruments	✓ Steering	✓ Brakes	
✓ Safety Devices	✓ Engine Operation	✓ Drive Belts	
✓ Tools and Equipment	✓ Unusual Noises	✓ Battery Level (Refill)	
✓ Wiring		✓ Placed on Charge	
✓ Battery Level		✓ Tires (Damage)(Gage)	
✓ Tires		Clean (As Required)	
Dispatcher's Signature <i>J. R. White</i>	Operator's Signature (check out)	(check in)	
	<i>J. B. Burke</i>	<i>J. B. Burke</i>	
Scooter Operational Record - MCRD 11240/35 (Rev. 4-81)			Remarks on Reverse

SOP FOR MOTOR TRANSPORT

APPENDIX C

WEEKLY PREVENTIVE MAINTENANCE CHECKLIST					
USMC NO.		TYPE		UNIT/SECTION	
288615		0501		M.T.	
MILEAGE/HOURS		DRIVER'S NAME		DRIVER'S SIGNATURE	
13579		W. JELLYMAN		William Jellyman	
ITEM		OK	FIX	ITEM	
1. RADIATOR				2. BELTS	
Water Color		✓		Cracks	
Level, Leaks		✓		Looseness or too Tight	
3. BATTERY				4. ENGINE	
Cracks		✓		Oil Deposits	
Post & Cables		✓		Gasket Leaks	
Acid Level		✓		Cleanliness	
5. OIL				6. HOSES	
Level		✓		Cracks	
Cleanliness		✓		Soft Spots	
Oil Change Due		✓		Loose Clamps	
7. CARBURATOR				8. INTERIOR	
Fuel Leaks		✓		Seats, Floor Mats	
Cleanliness		✓		Gauges	
Air Filter		✓		Warning Buzzer	
Fuel Lines		✓		Cleanliness	
9. BODY EXTERIOR				10. TIRES	
Dents, Scratches		✓		Spare Tire, Bracket	
Cracked Mirrors		✓		Lug Nuts Tight	
Missing Mirrors		✓		Tire Pressure	
Cracked Window		✓		Tire Tread Wear	
Cracked Light Lenses		✓		Bent Rims	
Wash Vehicle		✓		Cuts, Foreign Objects	
11. LIGHTS				12. HORN	
Headlights		✓		Windshield Wipers	
Marker Lights		✓		Windshield Washer Fluid Level	
Brake Lights		✓		Power Steering fluid Level	
Turn Signals		✓		Brake Fluid Level	
Emergency FLashers		✓		Air Tanks	
Back-up Lights		✓		Transmission	
REMARKS					
LIST ALL DISCREPANCIES HERE.					
INSPECTOR'S SIGNATURE				DATE	
DNP Anderson				1 MAR 97	

MCRD 13240/48 (REV. 10-96)

SOP FOR MOTOR TRANSPORT

APPENDIX D

ELECTRIC CART (SCOOTER) INSPECTION					
Organization		Driver		Vehicle No.	Make & Model
1 st RTR		SGT. LEWIS		28T456	2400
ITEM	Good	Fair	Bad	ITEM	Yes No
General Appearance		X		Does Driver Have Valid License	✓
Seats	✓			Accident Report Forms	✓
Deck		X		Regular Assigned Driver	✓
Mirrors	✓			WEEKLY MAINTENANCE	
Horn and Lights	✓			Check Each Cell. Should be checked with a hydrometer. Cell should read: 1275, below.	
Belts and Pulleys	N	/	A		
Springs and U Belts	N	/	A		
Wheel Lugs	✓				
Bumper and Tow Hooks	✓				
Body Bolts	✓				
Tail Gate	✓				
DD Form 317 (PM)	✓				
Battery Terminal Casing	✓			MONTHLY MAINTENANCE Check	
Electrolyte Level	✓			Grease Brake Pedal Mount & Linkage	
Mator, Check Mounting	N	/	A	Check and Grease Foot Switch	
Leaks Oil	N	/	A	Check Belts and Mator	
Tires	✓				
Inflation	✓			YEARLY MAINTENANCE Check	
Wiring and Markings	✓			Change Differential Oil	
				Repack Steering Forks Pivots	
				Pull Wheels and Repack Bearings	
Remarks					
Signature (Inspector)				Date	
A. W. Romero				1 MAR 97	

MCRD 11240/11 (Rev. 12-83)

SOP FOR MOTOR TRANSPORT

APPENDIX E

WEEKLY PM CHECKLIST (MHE)

MCRD 11240/48 (1-93)

USMC NO. 846789	TYPE	UNIT/SECTION FAC MAINT	DATE 970301
HOURS 411	PRINT DRIVER'S NAME BAKER, J.E.	DRIVER'S SIGNATURE <i>J.E. Baker</i>	
ITEM NO.	ITEM	OK	FIX
1	HYDRAULIC OIL	✓	
2	AIR CLEANER	✓	
3	ENGINE OIL	✓	
4	BATTERY	✓	
5	COOLING SYSTEM MAZDA M4-122G	✓	
6	TRANSMISSION OIL TOTAL SUMP AND FILTER	✓	
7	FORKS	✓	
8	LIFT CHAIN	✓	
9	UPLIGHT OPERATION	✓	
10	GAUGES AND LIGHTS	✓	
11	SERVICE BRAKES PARKING BRAKES	✓	
12	TIRES AND WHEELS	✓	
13	DRIVE BELTS	✓	
14	BRAKE FLUID	✓	
15	HYDRAULIC TANK PUMP/VALVE	✓	
16	ENGINE OIL FILTER	✓	
17	STEERING AXLE PIVOT SHAFT TIE ROD ENDS	✓	

REMARKS:

DISCREPANCIES WILL BE ENTERED HERE.

INSPECTOR'S SIGNATURE

P.J. Thomas

DATE

970301

SOP FOR MOTOR TRANSPORT

APPENDIX F

REQUEST FOR TRANSPORTATION SERVICES		TRIP TICKET NO:
Special Instructions:		DATE: 970301
1. When possible submit this request to the G-4/S-4 at least seventy-two (72) hours prior to the desired date. 2. Drivers must have a valid MCRD license for the vehicle type requested. 3. Return the vehicle clean and all fuel tanks full. 4. Call the Transportation Dispatcher with all problems or breakdowns with vehicles. 5. Drain all air tanks when appropriate. * NOTE: Permissible Operating Distance (POD) is 75 miles. Longer distances require written authorization and justification signed by the Activity's Commanding Officer or designated official.		
TO BE FILLED OUT BY THE REQUESTER		
1. Requesting Activity: H+SBN S-1		2. Phone Number(s): 4-1992
3. Describe Request (Cargo, Passenger, etc...) PASSENGER		4. Driver: CPL WHITE
5. Date Requested: 970305	Time Requested: 0800	6. Estimated Time Return: 1500
7. Pick-Up Point: MCRD H.T.		*8. Destination (POD 75 miles): CAMPEN
9. Number of Passengers: 4		10. Report to: MSGT TOHAYO
11. G-4/S-4 Approval (Signature/Tide/Phone Number):		
12. Special Instructions/Remarks:		

MCRD 11240/22 (Rev. 1-94)

SOP FOR MOTOR TRANSPORT

APPENDIX G

ROADMASTER INSPECTION/CITATION REPORT
MCRD 11240/34 (Rev. 6-73)

Time

Date

This report will be submitted to the driver's Commanding Officer and a copy to:

Driver's Name (Last, first, middle)

Rank

Soc. Sec. No.

Organization

Vehicle No.

Type

Vehicle Assignment

Bldg. No.

Phone No.

Engine Condition and Oil Level	Dirty Condition	Speeding, Approx. ___ MPH in ___ MPH Zone
Cooling System (Fan, Drive Belts)	Vehicle Improperly Loaded	Unauthorized Use of Government Vehicle
Instruments	DD 317 Up to Date	Passing Over Double Line
Lights (Head, Tail, Stop and Turn)	No Trip Ticket	Illegal Parking
Battery (Cleanliness and Water)	No Entry on Trip Ticket	Reckless Driving
Brakes (Hand and Service)	No current Driver's License	Failure to Stop at Stop Sign
Tires (Pressure, Worn, Cuts)	Driver Out of Uniform	

Remarks:

Signature (Roadmaster)

Signature (Driver)

SOP FOR MOTOR TRANSPORT

APPENDIX H

LOCATION OF THE MOTOR TRANSPORT DIVISION

